



DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LT. GOVERNOR

KEVIN M. BURKE
SECRETARY

The Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Department of Fire Services

P.O. Box 1025 ~ State Road

Stow, Massachusetts 01775

(978) 567~3100 Fax: (978) 567~3121



STEPHEN D. COAN
STATE FIRE MARSHAL

THOMAS P. LEONARD
DEPUTY STATE FIRE MARSHAL

MEMORANDUM

TO: Heads of Fire Department

FROM: Stephen D. Coan
State Fire Marshal

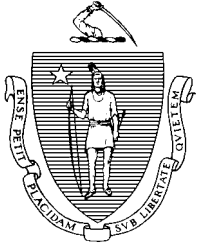
DATE: September 10, 2009

SUBJECT: Resources Activation

I would like to provide you with the following information on the activation procedures for various Department of Fire Services resources at your disposal. There have been previous requests for resources that have been delayed when the requests have not gone to the correct location.

I would request that you share these quick reference sheets with your dispatchers for the:

- Hazardous Materials Response Team
- Incident Support Unit (ISU)/ Rehab Unit
- Code Compliance & Enforcement Unit
- Fire Investigation Unit
- Hazardous Devices Unit



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STEPHEN D. COAN
STATE FIRE MARSHAL

THOMAS P. LEONARD
DEPUTY STATE FIRE MARSHAL

MEMORANDUM

TO: Heads of All Fire Departments

FROM: Stephen D. Coan
State Fire Marshal

DATE: October 1, 2009

SUBJECT: Timeliness of Reporting MFIRS Reports

Each year fire departments submit incident reports to the Massachusetts Fire Incident Reporting System (MFIRS). These reports together with thousands of incident reports submitted by other fire departments throughout Massachusetts make it possible to look at the total fire experience, to identify our fire problems, to develop strategies to address these issues and to measure their effectiveness. In 2008, 98.6% of Massachusetts fire departments participated in MFIRS. Our data needs to be comprehensive, of the highest quality, and timely to be useful.

The U.S. Fire Administration (USFA) has requested that we submit and release all of the MFIRS reports by July 1st of the following year so that they too can make policy decisions. To meet the USFA's cutoff date, the Department of Fire Services must receive all incident reports by March 31st. This timeline would ensure that departments still receive our annual year-end quality control and feedback reports in enough time to make any necessary corrections or edits before we forward the data to the USFA. Then the USFA would be able to include Massachusetts data in their annual release.

I ask for your cooperation to examine internal operations to ensure that your records management system (RMS) permits you to meet the March 31st deadline each year.

If you have any questions or need additional information please contact Derryl Dion of the Fire Data Unit in the Office of the State Fire Marshal at Derryl.Dion@state.ma.us or (978) 567-3382.

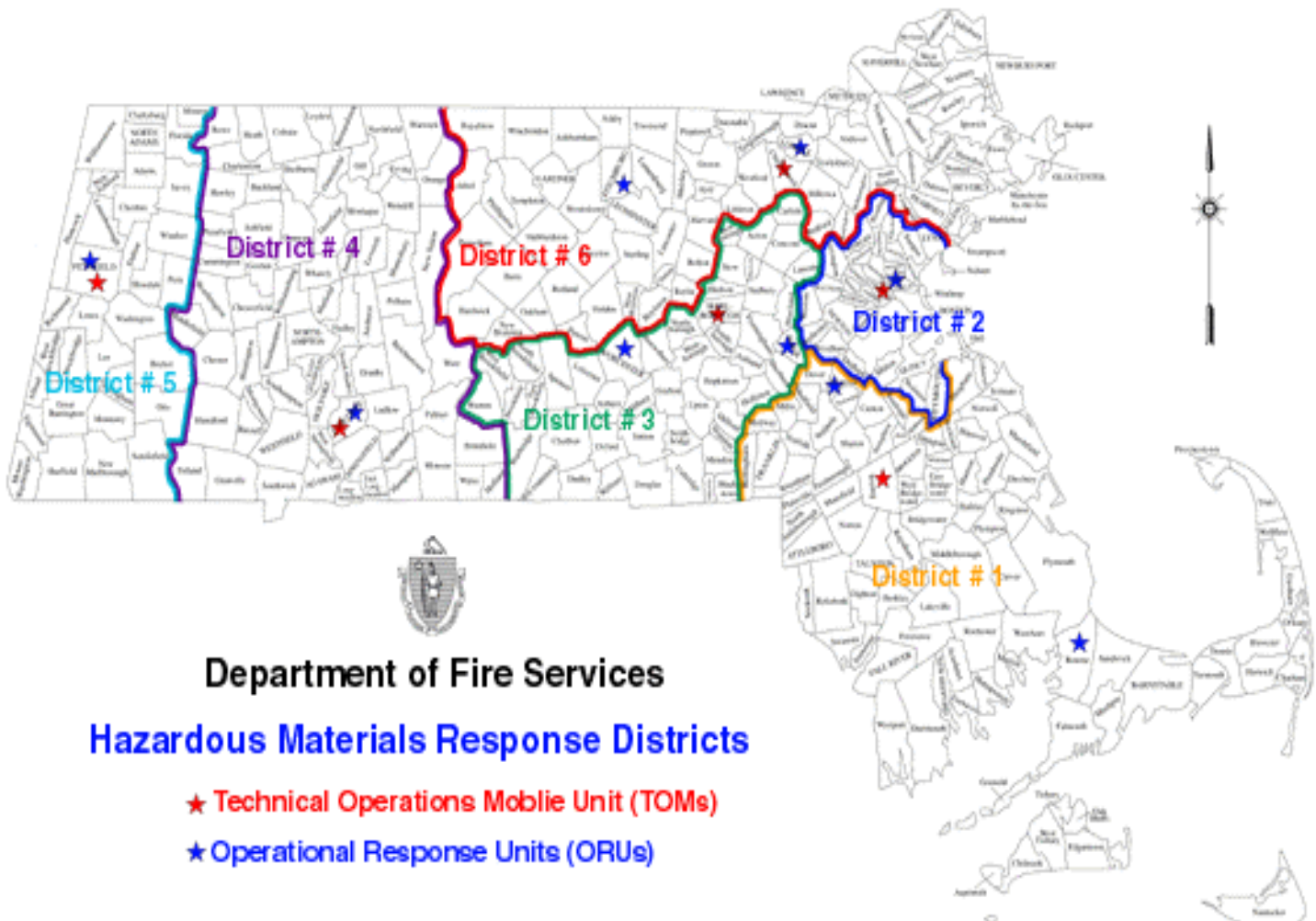
Administrative Services • Hazardous Materials Response
Massachusetts Firefighting Academy • Office of the State Fire Marshal

State Hazardous Materials Response Activation

Hazmat Response Only **–Contact HM District Control Centers**

•D-1	Barnstable Control	800-564-7666
•D-2	MetroFire Control	617-343-2880
•D-3	Dist 14 Ashland	508-881-2323
•D-4	Chicopee Fire	413-594-1600
•D-5	Pittsfield Fire	413-448-9770
•D-6	Chelmsford Control	978-256-6872

Tier 1- Hazardous & Risk Assessment
Tier 2- Short Term Operation
Tier 3- Long Term Operation
Tier 4- Multi District Response
Tier 5- WMD/Mass Contamination



DEPARTMENT OF FIRE SERVICES

SPECIAL OPERATIONS



For further information
or
for a scheduled event

Please call the
Special Operations
Office at

(978) 567-3171

or
visit the
DFS web site
at

www.mass.gov/dfs

The Department of Fire Services Special Operations team
can be activated to Support the Fire Service in the Commonwealth
24 hours a day seven days a week.

For an immediate response
of any of the resources

- » Incident Support Unit
- » Rehab Unit
- » Incident Support Trailer

Call
Massachusetts Emergency
Management Agency
Headquarters
(MEMA)

(508) 820-2000

You will be asked for:

- » The vehicle(s) needed
- » City or town of the incident
- » Contact name and number
- » Nature of the incident
- » Street address
(where the vehicle[s] should respond to)

Once a response has been activated the requesting agency will
be contacted with an ETA of the vehicle(s) and directions for the
incoming vehicles to the incident.

DEPARTMENT OF FIRE SERVICES

CODE COMPLIANCE & ENFORCEMENT UNIT



Calls for assistance can be made to:

(978) 567-3375 – During Normal Business Hours

Or

MEMA at (508) 820-2000 – After Hours

Notify the Code Compliance & Enforcement Unit of the Department of Fire Services if any of the following incidents occurs in your community:

- Theft of fireworks or explosives (527 CMR 2 & 13)
- Personal injury or property damage from fireworks or explosives (527 CMR 2 & 13)
- Fires where a suppression system failed to operate, such as kitchen hood systems and self-serve gas stations (527 CMR 23)
- Above Ground Storage Tanks - over 10,00 gallons leaking, damaged, fire or injury associated with work on

The CCEU licenses and regulates the industries involved with the above and needs to review these incidents for compliance with the appropriate statutes and codes.



Massachusetts State Police
Office of the State Fire Marshal
Phone (978) 567-3310 Fax (978) 567-3119



Fire Investigation Unit
Response Activation Guide
24-Hours Emergencies (508) 820-2121
Business Hours (978) 567-3310

24-Hour Response to Fire Related Incidents with the following Resources:

- Fire Scene Investigation
 - Origin & Cause
 - Interviews
 - Interrogations
 - Accelerant Detection Canines
 - Fire Scene photography
 - Aerial Photographs
 - Evidence Collection
 - Major Incident response vehicles and IMAT
 - Post blast investigations
- Criminal Investigations
 - Search and Administrative Warrants
 - Expert Testimony (Certified Fire Investigators CFI)
 - Legal Research
 - Polygraph
 - Existing relationships with ADA's and AAG's
- Research Capabilities
 - Fire and Explosion Library
 - Arson Release Data Base
 - NCIC capability
 - Lotus Notes case tracking system
 - Commonwealth Fusion Center
 - Statewide hub of information collection and analysis regarding
 - Terrorist activity
 - Criminal threats to the Commonwealth
 - Geographic Information Systems Mapping
 - Homeland Security Information Network (HSIN)
 - Analytic services for complex criminal investigations

FIRE MARSHAL RESOURCES

- Code Compliance & Enforcement Unit
- Major Incident Support Unit Vehicle

"Preserving life and property from fire and explosions through public education investigations and law enforcement."



Massachusetts State Police
Office of the State Fire Marshal
Phone (978) 567-3310 Fax (978) 567-3119



- Fire Data & Public Education Unit
 - Massachusetts Fire Incident Reporting System
 - Massachusetts Burn Injury Reporting System
 - PILRS Property Information Loss Register
 - MCARS FP 33C Data Base Burn recovered form
 - USCPSC recalls
 - NHTSA National Highway Transportation Safety Administration-vehicle fire recalls
- Arson Watch Reward Program
- Juvenile Firesetter & Bomb maker intervention Programs
- Fire Standard Compliant Cigarette Certification & Enforcement
- Hazardous Materials Emergency Response

STATE POLICE RESOURCES

- State Crime Lab
- Crime Scene Services
- Forensic experts
- Air Wing
- Cadaver Dogs
- Stop team
- (CARS) Fire Scene Diagramming
- Surveillance teams
- Forensic technology Center
- Commonwealth Fusion Center

Non-Emergency Response For:

- Providing Technical Support and Expert Testimony

Bomb Squad Instructional Seminars

- Development of responses to public safety and private concerns for explosive incidents
- Explosive incident risk assessments/ site survey
- Explosive recognition and protocols for first responders
- Law Enforcement response to WMD incidents
- Case analysis of Commonwealth v Stephen Caruso
- Bomb threat analysis and protocols for educational facilities
- Clandestine Drug Lab awareness for first responders
- Booby trap awareness for first responders

Fire Investigation Instructional Seminars

- | | |
|---|---------------------------------|
| • Major Incident Response | *Interview Interrogation |
| • Fatal Fire & Explosion Investigations | *Juvenile Firesetting |
| • Building Construction and Systems | *Developing an Arson Task Force |
| • Evidence Collection and Documentation | *Fire Pattern Analysis |

"Preserving life and property from fire and explosions through public education investigations and law enforcement."



Massachusetts State Police
Office of the State Fire Marshal
Phone (978) 567-3310 Fax (978) 567-3119



Hazardous Devices Unit
Activation Response Guide
24-Hours Emergencies (508) 820-2121

24-Hour Response to Explosive Related Incidents For:

- Suspicious Packages
- Improvised Explosive Devices
- Explosive Detection Canine Sweeps
- Pick-up/ Disposal of Fireworks
- Underwater Explosive Recovery
- Render Safe Procedures
- CBRNE Response
- Disposal of Military Ordinance
- Post-Blast Investigation
- Booby Traps
- Disposal of Deteriorated Commercial Explosives

Non-Emergency Response For:

- Providing Technical Support and Expert Testimony
- Protective canine sweeps

Instructional Seminars

- Development of responses to public safety and private concerns for explosive incidents
- Explosive incident risk assessments/ site survey
- Explosive recognition and protocols for first responders
- Law Enforcement response to WMD incidents
- Case analysis of Commonwealth v Stephen Caruso
- Bomb threat analysis and protocols for educational facilities
- Clandestine Drug Lab awareness for first responders
- Booby trap awareness for first responders

Explosive Related Laws

- *Bomb, False Report of (269.14) 20 yrs or \$50,000 or both*
- *Bomb/ Deadly weapon, explosives, chemical or biological agents, a poison, a harmful radioactive substance, other deadly device or substance; or any other device threatened use or presence; threat to hijack; disruption of school, public building or transport a venue via internet, mail, orally, telephone, postal or any electronic device (269.14) 20 yrs or \$10,000 or both*
- *Bomb- Hoax device or hoax substance with the intent to cause anxiety, unrest, fear or personal discomfort to any person (266.102A 1/2) imprisonment of not more than 5 yrs or \$5,000 or both, including cost incurred, damages and financial loss suffered by local, county or state public safety officials.*
- *Bomb, Throwing a at a Person/Property (266.102) 20 yrs or \$25,000 or both*
- *Conspiracy to commit arson or other crime (274.7) Death or \$10,000*
- *Explosives, willful throwing (266.102) 20 yrs or \$25,000 or both*
- *Explosion, Malicious (266.101) 20 yrs or \$1000*
- *Explosive-Infernal Machine/ Possession of (266.102A) 10 yrs or \$1000 or both*
- *Explosive-Molotov Cocktail (266.102B) 5 yrs or \$1000 or both*
- *Molotov Cocktail, Possession of (266.102B) 5 yrs or \$1000 or both*
- *Possession of a Bomb (148-35) 2 1/2 yrs \$1000*

"Persevering life and property from fire and explosions through public education investigations and law enforcement."

Group Crisis Intervention (Basic)



The CISM: training program is designed to present the core elements of a comprehensive, systematic and multicomponent crisis intervention curriculum. The two-day course prepares participants to understand a wide range of crisis intervention services including pre and post incident crisis education, significant other support services, on-scene support services, crisis intervention for individuals, demobilizations after large-scale traumatic incidents, small group defusings and the group intervention known as Critical Incident Stress Debriefing (CISD). The CISM: Group Crisis Intervention course specifically prepares participants to provide several of these interventions, specifically demobilizations, defusings and the CISD. The need for appropriate follow up services and referrals when necessary is also described. Considerable evidence gathered to date strongly supports the multicomponent crisis intervention strategy, which is discussed in this course. The CISM: Group Crisis Intervention course is designed to specifically teach crisis intervention and Emergency Mental Health skills such as demobilizations, defusing, and CISD. At the completion of this course, participants will be able to: Define stress, CIS, and PTSD; List the 10 basic interventions of CISM; and Define and describe in detail the CISM group processes of Demobilizations, Defusings, and Debriefings. Completion of The CISM: Group Crisis Intervention class and receipt of a certificate indicating full attendance qualifies as a CORE class in ICISF's Certificate of Specialized Training Program.

Course #: 200-000-484 Session A

Date: October 15 & 16, 2009

Time: 0800-1700

**Location: Church of the Nazerene
130 Douglas Street
Uxbridge, MA**

Please complete a standard DFS / MFA student application or register online at www.mass.gov/dfs.

Mail to: Registrar
Massachusetts Firefighting Academy
State Road, P.O. Box 1025, Stow, MA 01775

Or Fax it to:
(978) 567-3229



Department of Fire Services / Massachusetts Firefighting Academy



**Department of Fire Services
Massachusetts State Police Bomb Squad**

are pleased to announce



IED Recognition & Response Training

This one-day (8-hour) course will:

- Familiarize first responders with explosive materials
- Assist in identification of Improvised Explosive Devices (IEDs), Vehicle Borne Improvised Explosive Devices (VBIEDs), Homicide / Suicide bombers, and homemade explosives (HMEs)
- Identify proper response guidelines to such incidents

Current trends, case studies and information sources are also highlighted. A “live” explosives demonstration & EK9 (explosives detection canine) demonstration are also conducted, when possible.



Photo by Frank San Severino www.firenews.org

Course: **203-900-650A**
Date: **October 21, 2009**
Time: **0830 – 1630**
Location: **Andover Public Safety Bldg
32 N. Main St. /
Recreation Park sand pit (demo)**

Student capacity: 70
Priority to NE region

Course: **203-900-650B**
Date: **November 12, 2009**
Time: **0830 – 1630**
Location: **Worcester Emergency
Management Agency
50 Skyline Dr., Mtg Rm A /
Green Hill Park (demo)**

Student capacity: 75
Priority to Central region

**** DHS approved program for backfill & overtime (BF / OT) ****
Training is designed for ALL first responders

Prospective participants may complete an application online at www.mass.gov/dfs or fax the course specific student application to the MFA Registration office.

This is a priority selection course, which means that attendees will be hand selected. You will be notified by email as to whether or not you have been selected to attend.



Department of Fire Services / Massachusetts State Police Bomb Squad



National Fire Academy Program

Juvenile Firesetter Intervention Specialist I – (JFIS I) (F/W626)

Students will be introduced to the NFPA 1035, Juvenile Firesetter Intervention Specialist I Professional Standard. The individual will learn to conduct an interview with firesetters and their families using prepared forms and guidelines. Based on recommended practice, students may determine the need for referral for counseling and/or implement educational intervention strategies to mitigate effects of firesetting behavior.

The goal of the course is to provide the skills and tools necessary to become a Juvenile Firesetter Intervention Specialist I. The class will address the NFPA 1035, Juvenile Firesetter Intervention Specialist I, including Introduction, Primary Prevention, Identification and Intake, Who Sets Fires and Why, and Interviewing and Intervention Strategies.

This is a **Priority Selection** course, all applicants will be responded to in writing.

Prerequisites: Individuals who have responsibilities related to juvenile firesetting intervention, interviewing, and prevention. The target audience includes practitioners who interact with children, who are involved in firesetting and/or arson behavior and their families. In addition to the fire service, professionals from a myriad of fields including mental health, law enforcement, education, counseling services, and social services can benefit from this training.

Course Number: *JFIS I – F/W626*

Date: *November 10 & 11, 2009*

Class Hours: *16 Hours*

Time: *0800 - 1700*

Location: *Fairhaven Fire Department
146 Washington Street
Fairhaven, MA*

Application Process: Please complete the National Fire Academy - FEMA Form 75-5A (Web Site: usfa.dhs.gov) and forward by **October 23, 2009 at 1700.**

Mail to: Registrar
Massachusetts Firefighting Academy
State Road, P.O. Box 1025, Stow, MA 01775
(978) 567-3200

Or Fax it to:
(978) 567-3229



Department of Fire Services / Massachusetts Firefighting Academy



National Fire Academy Program

Juvenile Firesetter Intervention Specialist II – (JFIS II) (F/W627)

Students will be introduced to the NFPA 1035, Juvenile Firesetter Intervention Specialist II Professional Standard. The individual will learn to develop and coordinate a child firesetting intervention program and the activities of a Juvenile Firesetter Intervention Specialist. The course develops skills in interviewing and assessment, program development, implementation, and evaluation.

The goal of the course is to provide the skills and tools necessary to become a Juvenile Firesetter Intervention Specialist II. The class will address the NFPA 1035, Juvenile Firesetter Intervention Specialist II including Identification and Intake, Coalition Building Support and Management, Budget and Funding, Development of a Juvenile Handbook, Resource Directory, Database, and Program Evaluation.

This is a **Priority Selection** course, all applicants will be responded to in writing.

Prerequisites: Course JFIS I – F/W626, and individuals who have or will have responsibilities related to the management and/or coordination of a juvenile firesetting intervention program.

Course Number: *JFIS II – F/W627*

Date: *November 12 & 13, 2009*

Class Hours: *16 Hours*

Time: *0800 - 1700*

Location: *Fairhaven Fire Department
143 Westminister Street
Fairhaven, MA*

Application Process: Please complete the National Fire Academy - FEMA Form 75-5A (Web Site: usfa.dhs.gov) and forward by **October 23, 2009 at 1700.**

Mail to: Registrar
Massachusetts Firefighting Academy
State Road, P.O. Box 1025, Stow, MA 01775
(978) 567-3200

Or Fax it to:
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Department of Fire Services / Massachusetts Firefighting Academy

Individual Crisis Intervention and Peer Support

Crisis intervention is NOT psychotherapy, rather it is a specialized acute emergency mental health intervention, which requires specialized training as physical first-aid is to surgery, as crisis intervention is to psychotherapy. Thus, crisis intervention is sometimes called "emotional first-aid." Crisis interventions are typically done individually (one-on-one) or in groups. This program is designed to teach participants the fundamentals of, and a specific protocol for, individual intervention. The audience for this class includes both emergency services, military, and business/industrial peer support personnel without formal training in mental health, as well as mental health professionals, who desire to increase their knowledge of individual crisis intervention techniques.



<u>COURSE NUMBER</u>	<u>DATE</u>
200-000-660 Session A	November 19 & 20, 2009
<u>TIME</u>	<u>LOCATION</u>
0900-1600	Department of Conservation and Recreation 80 Beaman Street W. Boylston, MA

*Please complete a standard DFS / MFA student application or register online at
www.mass.gov/dfs.*

Mail to: Registrar
Massachusetts Firefighting Academy
State Road, P.O. Box 1025, Stow, MA 01775
(978) 567-3200

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Department of Fire Services / Massachusetts Firefighting Academy

Advanced Group Crisis Intervention

Designed to provide participants with the latest information on critical incident stress management techniques and post-trauma syndromes, the Advanced Group Crisis Intervention builds on the knowledge base, which was obtained through the Group Crisis Intervention program and/or in publications. At the conclusion of this course, participants will have been exposed to specific, proven strategies to intervene with those suffering the ill effects of their exposure to trauma. Emphasis will be on advanced defusings and debriefings in complex situations.

This course is designed for EAP, human resources and public safety personnel, mental health professionals, chaplains, emergency medical services providers, firefighters, physicians, police officers, nurses, dispatchers, airline personnel and disaster workers who are already trained in the critical incident stress debriefing format. It will also be useful for those working extensively with traumatized victims for various walks of life.

This course requires previous training and experience. ICISF's "Group Crisis Intervention" should be viewed as a prerequisite.

Program Highlights:

- Relevant research findings
- Managing complex group oriented crisis interventions
- Nature and importance of incident assessment strategic intervention planning
- Comprehensive, integrated, systematic and multi-component CISM
- Concepts of enhanced group processes
- Significantly delayed interventions
- "Multiple incident CISM"
- Suicide of a colleague
- Small group crisis support sessions after a disaster

COURSE #:	200-000-490 Session A
DATES:	December 17 & 18, 2009 0800 – 1700 hours
LOCATION:	Boston Police Stress Unit 251 River Street Mattapan, MA

Please complete a standard DFS / MFA student application or register online at www.mass.gov/dfs.

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Massachusetts Firefighting Academy
State Road, P.O. Box 1025, Stow, MA 01775
(978) 567-3200

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(978) 567-3229



Department of Fire Services / Office of the State Fire Marshal

S.A.F.E. Program Assistant Coordinator Office of the State Fire Marshal

Successful candidate will work under contract to the Office of the State Fire Marshal under the direction of the public education manager and the S.A.F.E. Program Coordinator. Applicants should have a proven commitment to public fire safety education; a working knowledge of public safety education programs; and acknowledge of trends and future directions in this field.

It is anticipated that the successful candidate will work an average of twelve hours a week (ranging from 8-16 hours per week) on a variable schedule at the direction of the public education manager. Duties will include assisting with coordination with all S.A.F.E. grant recipients, planning coordinating and conducting training sessions for public educators, providing local fire and life safety educators with technical assistance, writing reports, preparing public education materials for print and web posting, managing recognition and documentation of "young heroes", delivering training using the combined sprinkler demonstration trailer/fire safety house and assisting the public education manager with other duties.

Position requirements will include statewide travel; person should have a reliable vehicle (mileage will be paid for site visits as required - no mileage will be paid for commuting to the office) and a valid Class D Driver's License.

Applicant should have a minimum of two years experience implementing fire safety education programs from within the fire service; good interpersonal and written skills; ability to conduct training sessions and facilitate discussion groups; and basic computer skills. Skills demonstrations may be required prior to selection of candidate.

Completion of National Fire Academy Public Fire Education programs and/or the mass. Firefighting Academy *Public Fire & Life Safety Educator* course desirable but not required. Certification as a Fire Instructor by the Massachusetts Fire Training Council desirable.

Salary is \$20.60 per hour. Contract duration will be through June 30, 2010 and will not commence until the Department of Fire Services has received funding through an interagency service agreement.

Resume and cover letter should be forwarded to:

Human Resources Office
Department of Fire Services
P.O. Box 1025, State Road
Stow, MA 01775-1025

Application Deadline: Resumes and cover letters must be received at the above address by September 25, 2009

PREVENT Candle Fires

Follow the Circle of Safety

Burn candles inside a one foot circle of safety, an area free of anything that could come in contact with the flame and burn.

Use candles in the center of an area one-foot in every direction free of anything that could burn, such as decorations, curtains that could blow around, other items on a table or bureau. Use a sturdy metal, glass or ceramic container.

Stay in the same room with burning candles; never leave them burning unattended.

Most candle fires start when they are left burning unattended. Don't leave a candle burning out of your sight or when you fall asleep at night.

Use candles out of reach of children and pets

Many candle fires are started when pets knock them over, or when children touch or play with them.

Keep all matches and lighters out of reach of children.

Store in a high cabinet, preferably a locked one. You wouldn't leave a loaded gun lying around and a lighter can be just as dangerous in a child's hand.

Teach everyone in the family the rules of safe candle use.

Children, teenagers, grown-ups and older adults should know the rules of safe candle use.

Candle fires have tripled in Massachusetts over the past decade!

Candle use has risen greatly in the past decade, but unfortunately so have candle fires. They have more than tripled in Massachusetts in the past ten years.

Candles have become one of the leading causes of fire deaths in the home in this state.

Several people are killed, usually in their own homes, from candle fires each year.



FireFACTORS

**Office of the State Fire Marshal
Department of Fire Services**

P.O. Box 1025 State Road • Stow, Massachusetts 01775 • (978) 567-3300 • www.mass.gov/dfs